

ILLEGIB

DATE: 10.17.73

TO: Mr. Proctor (Walsh has Copy)

FROM:

SUBJECT: Agenda for Tonight's MAGID Session

REMARKS:

You will recall that you suggested earlier that MAGID start working on four subjects under the category of "problems for study":

- Orientation of New Employees
- Relationship between User and Service Units
- First Line Supervisors Problem and
- Communications within the DDI.

will report tonight on what preliminary steps they have taken with regard to the above subjects.

In addition to the items mentioned above, you will recall that the group expressed an interest in consulting with you and you agreed to discuss the following items tonight:

- Personnel Evaluation (DDI Notice 20-94 (attached) that sets forth the guidelines to be in effect by next July, and

--Presentation of Conflicting Views.

C
U
R
R
E
N
T

I
N
F
O
R
M
A
T
I
O
N

-2-

I am sure somebody will raise the NIO question tonight. This would be a good time to discuss how you see the Directorate's relationship and mission with Carver's design for the NIO arrangement.

Attachments

C
U
R
R
E
N
T

I
N
F
O
R
M
A
T
I
O
N



6 September 1973

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Proposed MAGID Activities

After several lengthy discussions, MAGID decided that there were two ways of approaching its examination of problems in the DDI. One set of problems would require some investigation and could--and probably would--lead to a paper or possibly to a request to discuss our findings with the DDI or other concerned officials in the Directorate. The other set of problems would be those on which MAGID would like to consult, either now or at some appropriate point in the future. On the second set of problems, MAGID in effect would be functioning in an advisory capacity, either to alert the DDI to potential problems or to assess existing ones. MAGID already has two sessions scheduled which will give us a chance to act as an advisory body: a meeting on the 11th to discuss OPR with [REDACTED] and a meeting on the 17th with Mr. Blake and his Personnel Approaches Study Group. The two categories would be flexible and we would like to add to the lists as new problems surface. We would appreciate the opportunity to discuss with you both categories of problems for possible MAGID attention at your convenience.

STAT

Problems for Study1. Relationship Between User and Service Units -

There are a number of aspects to this problem that MAGID would like to address. Among them are: (a) morale--feeling of many people assigned to service units that they are second class citizens (b) do production units make full use of service components (c) how can interaction be facilitated? Rotation? (d) how can production units be made aware of the available services? (e) what special problems arise, particularly in service units, from being located away from headquarters?

SUBJECT: Proposed MAGID Activities

④ 2. Communications Within the DDI - MAGID would attempt to determine in what areas and on what broad topics information is not filtering down through the ranks. We would also offer suggestions on kinds of information which we think should be disseminated on a regular basis and on basic information which should always be available at any time to an employee. Finally, we would try to assess the impact on employee morale of a breakdown in communications.

3. Selection of Candidates for Outside Assignments - MAGID would examine procedures for selection of DDI candidates for such prestige assignments as those to senior service schools, [REDACTED] and to such special programs as the Career Education Awards program, the Congressional Fellowships, the Federal Executive Fellowships, and various management development programs. We would look at the dissemination of information about the various assignments, the criteria for selection and possible improvements in the present system.

STAT

4. Role of Clericals in the DDI - MAGID would like to examine the problems which lead to dissatisfaction among clericals and to offer practical suggestions to improve the situation.

① 5. Orientation of New Employees - MAGID would like to examine the present training/orientation program offered to or required for new employees and then to make suggestions for improvement, particularly as the program relates to knowledge about the DDI.

6. Economizing in Salaries - MAGID would like to explore the possibilities for economizing in salaries by (a) more hiring of professionals on a part-time basis (b) greater use of college students and those lacking degrees to assist professionals on a part-time basis and (c) increased use of intelligence and research assistants on a full-time basis to cut down on the number of professionals.

SUBJECT: Proposed MAGID Activities

7. Computerized Research Holdings - MAGID would like to take a brief look at the various computerized research holdings of DDI components to see if efforts are being duplicated and if adequate information is available to all research analysts as to what various components have. In addition, MAGID would like to explore ways of increasing cooperation in the development of new programs. A larger study might be necessary, particularly if one also examines the problem of making known the availability of specialized research holdings maintained in files, but MAGID would probably confine itself to identifying the problem.

8. First Line Supervisors - MAGID would like to examine ways of identifying potential managers and then ensuring that they receive proper training. This could involve a look at the kinds of courses now being offered for supervisors.

Of the above problems, MAGID would give first priority to numbers 1, 2, 3 and 7.

Problems for Consultation

1. Relationship Between the NIO's and the DDI - After the NIO arrangement is defined by the DCI, MAGID would like to discuss with the DDI possible problem areas in the Directorate in dealing with the new entities and to make recommendations to facilitate a smooth working relationship.

2. Relations With the DCD - At some point in the future, after the DCD has functioned as part of the DDO, MAGID would like to reassess the relationship between the DDI and the DCD.

3. Working Conditions for Analysts - MAGID would like to talk with officials who could inform us about existing standards on working conditions and possibilities for change. MAGID would hope to offer some suggestions as to how to improve working conditions for employees.

SUBJECT: Proposed MAGID Activities

2. 4. Presentation of Conflicting Views - MAGID would like to talk with the DDI about ways (other than ad hoc) to ensure that professionals can present major substantive reservations to top DDI officials.

5. Career Development for Women - MAGID would like to request an updating of statistics regarding career development (promotions, etc.) for women and use this as a basis for discussions with the DDI and other concerned officials.

3. 6. Personnel Evaluation - DDI Notice 20-94 sets forth new guidelines in personnel evaluation which must be in effect by July 1974. MAGID would like to discuss the procedures which the DDI proposes to use, particularly the criteria that will be used to rate an employee in his duties.

7. Conduct of Interdisciplinary Research - MAGID would like to explore ways it might assist various components better to conduct research involving a variety of political, military, and economic intelligence factors. (We understand that OPR will try to conduct its research in some novel ways in order to produce a better product, and we welcome the chance to exchange views on that topic in our meeting next week with [redacted])

STAT

STAT

Management Advisory Group for the
Intelligence Directorate